



Maryland
Energy
Administration

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Mary Beth Tung, Director

July 19, 2021

«Public_Entity_Authorized_Signer»

City Manager

«Public_EntityApplicant»

«Signer_Address_Line_1»

«Signer_Address_Line_2»

«First_Line__Dear_MrMs_Xxxxx»:

I am pleased to announce that the «Public_EntityApplicant» has been selected to receive technical assistance via MEA's Solar Technical Assistance Program.

Your signature of this Letter of Agreement is required in order to receive the requested technical assistance. By signing this letter, your organization is confirming its commitment to meeting the data and access needs of the Solar Technical Assistance Program for the facility/facilities and site identified in your Technical Assistance request submitted on «Date_TA_Request_Received». Failure to provide access and data may prevent MEA from providing the requested technical assistance. Requested support may include:

- Providing requested data within 30 days of request (see attachment 1),
- Conducting in-progress calls (as may be mutually agreed upon) with the support contractor,
- Providing additional data to the technical assistance contractor as may be required within an agreed upon timeframe to complete the analysis.
- Providing feedback on the draft report within one week of delivery by the technical assistance contractor.

David Comis at david.comis@maryland.gov will serve as the MEA project manager for this project. He will be getting in touch with you shortly to introduce you to the technical assistance contractor.

We look forward to assisting your organization.

Maryland Energy Administration

«Public_EntityApplicant»

Mary Beth Tung
Director

«Public_Entity_Authorized_Signer»
«Public_Entity_Authorized_Signer_Title»

1. Term of the Agreement.

- (A) The Effective Date of this Agreement is the date that MEA receives a copy of this letter signed by you. The official date of receipt is determined by the official MEA date stamp which will be stamped on the first page of this Agreement.
- (B) The term of the Agreement shall begin on the date of receipt and will continue until your receipt of the Final Report, or the completion of all evaluation work if no Final Report is to be issued.
- (C) MEA or the «Public_EntityApplicant» may amend the terms of this Agreement only by written amendment signed by both parties.

2. Information and Actions Required by the «Public_EntityApplicant».

- (A) **Initial Evaluation.** «Public_EntityApplicant» will provide data as requested by MEA and/or MES needed for the evaluation of facilities for solar energy installations. The requested data may include the following items: (As needed, additional data may also be requested).
 - Defined goals and other parameters for solar siting, including any agency restrictions to be considered in the evaluation of solar or battery use for the intended site(s).
 - A list of buildings to be considered.
 - Indicate specialized hot water needs, if any.
 - Indicate if there is a need for electrical resiliency.
 - Provide ownership status of each building (or if leased, time remaining on the lease).
 - Indicate the date(s) of most recent roof replacement.
 - Indicate the year for anticipated roof replacement (if the agency maintains a capital replacement plan).
 - Indicate the type of roofing material.
 - Provide access to the energy usage data, and any available energy usage interval data available from the utility company. Allow installation of data loggers, as necessary.
 - Provide a copy of the electric utility bill to show the delivery and commodity costs per kWh and related charges.
 - Describe any known plans to change landscaping that will add or subtract to direct sunlight available to the building(s).
 - Indicate any minimum and maximum electricity consumption criteria for each building considered.
- (B) **Follow-up evaluation.** Pending the results of initial evaluation, «Public_EntityApplicant» may be asked to facilitate additional analysis as follows:
 - Provide access to the underside of the subject roof(s) to allow evaluation of load-bearing capacities.
 - Provide access to roof tops to allow inspection of capacities for solar installation.
 - Provide building blueprints and mechanical system drawings, if readily available.

- Describe any existing functional or mission related restrictions that may affect the ability to install solar on the roof or ground.
- (C) **Analysis.** «Public_EntityApplicant» may be asked to provide data to the Maryland Environmental Service's (MES's) evaluation as follows:
- Generate a list of buildings for detailed evaluation by MES.
 - Document any facility restrictions specified by «Public_EntityApplicant».
 - Authorize additional technical assistance as needed.
 - Review and comment on interim report as appropriate.
 - Review Final Report.
 - Receive Final Report.

3. Reporting

- (A) «Public_EntityApplicant» shall provide data requested by MEA related to this Agreement and shall otherwise cooperate with MEA to report «Public_EntityApplicant» actions taken as a result of the final solar siting report.